

ABSTRACT OF THE INVENTION

5 Sheet take-out apparatus 2 includes sheet-feeding member 22 on which sheets P are placed, air spout unit 26 that spouts out air toward a side of the sheets depressed by depression unit 27, take-out unit 30 that takes out a sheet from the sheets P toward which air spouts out the air and depression unit 27 that depress the
10 sheets against sheet-feeding member 22 on a rear edge side located behind a central portion of the sheets P with respect to a taking-out direction of take-out unit 30. Further, a method of taking-out sheets by means of sheet take-out apparatus 2 is disclosed. Sheet take-out apparatus 2 and a method of taking out sheets are capable
15 of taking out one necessary sheet at a time regardless of surface conditions of the sheets.